

handles appear at the corners and midway between corners. The multiple charts are now treated as a single object and actions such as the following can be conducted.

- Cut and paste or drag them to new locations.
- Use the Position and Size dialog described in the previous section.
- Use the Drawing Object Properties toolbar to align all of the charts, format the outer borders, or anchor the charts to the same cell or page.

Changing overall appearance of charts

When a chart is selected (by clicking on it once) it can be formatted as an object. The Drawing Object Properties toolbar (Figure 127) usually appears below the Standard toolbar (but the location depends on setup) and shows tools available for all objects, including charts.

Most of the options are self-evident or can be easily researched. Please refer to Chapter 5, Using Graphics, and the *Draw Guide* for further information. Following are a few tips for using these tools with charts.

Anchor

Connects a chart to either remain in the same position on a page or to move with a cell (when rows and columns are inserted or deleted). When **To cell (resize with cell)** is chosen, the chart or object increases or decreases in size when the cell is made larger or smaller.

Align

Click the icon to open options for aligning multiple charts horizontally (left, centered, right) or vertically (top, center, bottom). This option is only active when two or more charts (or other objects) are selected.

Bring to Front/Forward One/Back One/Send to Back

Stacks charts or other objects in front of or behind other objects.



Figure 127: Drawing Object Properties toolbar that appears when chart is selected

To Foreground/To Background

Places charts or stacks of objects in either the foreground or the background. In Calc, objects in the background are behind the cell grid and may be difficult to select. Use the **Select** tool (arrow icon) on the Drawing toolbar (Figure 122) to select them.

Line Style/Line Width/Line Color

Formats the outer borders of charts.